

PROPERTY & SALVAGE WORKER
SENIOR PROPERTY & SALVAGE WORKER

Class No. 002666
Class No. 002667

DEFINITION:

To receive, store, and inventory a wide variety of materials, supplies, and equipment countywide for transfer, salvage and/or disposal; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in this class series are allocated only to the Department of Purchasing and Contracting Property Disposal Section, and perform property and salvage duties that support all county departments. The Property & Salvage Worker series differs from the Storekeeper/Stock Clerk series in that the former receives, stores, and inventories a wide variety of materials, supplies, and equipment countywide for salvage, transfer and/or disposal.

Property & Salvage Worker: Under general supervision, this journey-level class receives, stores, and inventories supplies, materials, and equipment for salvage, transfer and/or disposal. Reviews and maintains inventory control records, transactions, and reports.

Senior Property & Salvage Worker: Under direction, this senior-level class reports to the Property & Salvage Coordinator and is responsible for leading and/or performing the most complex duties in the Property & Salvage Section and provide lead direction to the Property & Salvage Worker. This class differs from the next-higher level, Property & Salvage Coordinator in that the latter is responsible for overseeing the operation and staff of the Property & Salvage Section and coordinates the transfer of surplus property by periodic transfer or auctions.

EXAMPLES OF DUTIES:

Property & Salvage Worker:

Receives items delivered to the Property & Salvage section, checks items for appropriate quality/quantity, and records delivery on logs; operates a forklift or other material handling equipment to store, pull, move, stage or provide storage space for items; issues, packs, places on pallets, identifies, and stages items for pick-up or delivery; performs physical inventory of all stored items and inputs information to the Property & Salvage automated system; maintains the cleanliness and order of the storage facility and performs minor repairs on items or equipment; determines the re-usability of items and recommends disposal action; answers phone inquiries from departments; monitors the status of items received, or stored; compiles physical inventory data; maintains manual and powered material handling equipment; and designs storage layout plans; operates computer terminal and other office equipment.

Senior Property & Salvage Worker:

All of the duties listed above and: leading and maintaining the operation of a Property & Salvage section or satellite facility; prepares monthly statistical reports; assists in planning and coordinating the auctioning of salvaged County property; answers inquiries from departmental representatives and the public on auction information, and item specifications and usability; and leads the Property & Salvage Workers.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Property & Salvage Worker
II = Senior Property & Salvage Worker

Knowledge of:

<u>I</u>	<u>II</u>	
T	T	Procedures and methods of receiving, storing, inventory, and disposing of materials, supplies, and equipment.
T	T	Proper storage methods and requirements for a wide variety of items.
T	T	Proper lifting and warehouse safety practices.
T	T	Forklift and other materials handling equipment operation and maintenance.
G	T	Automated and manual inventory control procedures, practices, and methods.
G	T	Computer terminal and general office equipment operation.
G	T	Hazardous material regulations.
--	T	Principles and practice of supervision and training.

Skills and Abilities to:

The following apply to both classes:

- Lift heavy objects and perform manual physical work for prolonged periods of time.
- Correctly identify items according to description.
- Repair damaged items and assemble/disassemble storage shelves.
- Read, understand, and follow oral and written instructions.
- Communicate effectively both verbally and in written form.
- Accurately count and record quality of items.
- Operate office equipment: computer terminal, typewriter, calculator, and photocopier.
- Review and maintain automated inventory control records and reports.

Senior Property & Salvage Worker (in addition to the above):

- Maintain the operation of a Property & Salvage section or satellite facility.
- Plan, coordinate, and train the work of subordinate staff.
- Establish and maintain effective working relations with auctioneers, representatives from County departments or outside agencies, and the public.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Property & Salvage Worker:

1. Two (2) years of experience independently performing inventory control over a wide range of materials, supplies and equipment in a centralized property or salvage operation for a large public or private agency.

Senior Property & Salvage Worker:

1. One (1) year of experience as a Property & Salvage Worker for the County of San Diego; OR,
2. Three (3) years of experience independently performing inventory control over a wide range of materials, supplies and equipment in a centralized property or salvage operation for a large public or private agency.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**Licenses:**

A valid California Class C driver's license, which must be maintained throughout employment, is required at time of appointment.

This class requires the possession of a valid Certified Forklift Operator's License within thirty-days (30) after appointment.

Physical Requirements:

Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds. The appointing authority may require satisfactory demonstration in a strength and agility performance test prior to appointment to positions in this series. Incumbents must undergo a thorough physical examination.

Working Conditions:

When requested, incumbents will be required to work overtime one, or both days of a weekend several times per year at the county-wide public auction. Incumbent will be required to move used and unclean property.

Character:

Because of security requirements, a polygraph examination and background investigation will be required prior to appointment to positions in this class series. Felony convictions are disqualifying. Misdemeanor convictions may be disqualifying depending upon the number, severity, and recency (California Labor Code section 432.2).